



Goetze's Candy Company, inc.
Position Profile / Job Description

Position Title:	Production Machine Operator
Department:	Packaging
FLSA Status:	Non-Exempt (entitled to overtime pay)
Reports to:	Packaging Supervisor
Direct Reports:	None

Position Summary:

This position is responsible for the setup, operation, clean up, and general maintenance of the equipment associated with the production of the product.

Principle Duties / Responsibilities:

- Perform necessary pre-operation activities to ensure all removeable parts are assembled properly for equipment startup.
- Ensure that the candy being dispensed from the machine is wrapped and/ or coded properly on a regular basis.
- Lift and flip pans of candy from the racks to the machine cutting table.
- Using a knife, cut the candy and piece together to then feed into the machine.
- Replace film through out the day on the machine to maintain proper production.
- Be mindful of the belts carrying the candy away to ensure that you stop your machine when the belts stop to avoid candy backing up.
- Ensure cleanliness of your machine throughout the day to reduce downtime of the machine.
- Clean machines and work station properly at the end of each shift.
- Adhere to company policies, Good Manufacturing Practices, SQF and safe food procedures.
- Write production records legibly, accurately, and completely.
- Communicate with other employees and management respectfully to complete work tasks.
- Ability to work additional hours if needed.
- Demonstrate excellent attendance and punctuality.
- Other tasks or duties as assigned by management.

Position Qualifications:

- Must be at least 18 years of age
- Must be able to lift, push and pull up to 50lbs, and transport the item to another production area.
- Must be able to continuously lift 3 to 50 lbs. to a height of 5ft
- Ability to stand 100% of an 8-hour shift.
- Ability to walk, bend, reach, and twist regularly throughout an 8-hour shift.



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- Manual dexterity of hands and fingers to handle or feel objects, tools and controls.
- Must be able to comply with Good Manufacturing Practices, Food Safety, and SQF regulatory program requirements.
- Must be able to follow written and/or oral procedures and instructions given by management.
- Must be able to be on time, and adhere to attendance policies.
- Previous experience in a food manufacturing environment is a plus.

Language Skills:

- Ability to read in English and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence in English.
- Ability to effectively communicate fellow employees.

The position summary, and the principle duties / responsibilities are meant to be a representative summary of the duties and responsibilities performed by incumbents of this job. However, other duties and responsibilities can/will be assigned by Management.